
Hazard Mitigation Grant Program Specialist

Position Statement

Assists States in conducting assessments of preliminary damages following an incident. Reviews and analyzes status of a State's mitigation programs as part of the disaster declaration process. Participates in post-disaster Mitigation field operations. Develops and implements post-disaster mitigation programs in coordination with other Federal agencies, State and local governments, and other resources within the Disaster Field Office. Documents the performance of previously funded mitigation measures.

Develops a post-disaster strategic plan for FEMA to assist the State in the implementation of the Hazard Mitigation Grant Program (HMGP - Section 404 of the Stafford Act). Provides technical assistance to States and subgrantees on the requirements of the HMGP, including identification and selection of projects to be funded and on the development of state administrative plans. Performs the full range of implementation and managing activities for the HMGP and other post-disaster supplemental grants. Reviews and recommends approval of project applications, cost overruns, modifications, extensions, and appeals. Maintains the Regional hazard mitigation database and records utilizing available software programs (ADAMS, NEMIS, eGrants). This includes responsibility for assuring the accuracy of the database and the integrity of the data base management system. Performs financial tracking and funds management associated with designated program. Coordinates review of these project applications for compliance under the National Environmental Policy Act (NEPA) and the Section 106 Historic Preservation Law. Works with parties within and outside the Agency to resolve problems. Monitors and evaluates State follow-up of hazard mitigation commitments.

Duties

- ❑ Reviews the Hazard Mitigation Grant Program (HMGP) administrative plan for the State
- ❑ Develops a strategic plan for FEMA to assist the State in the implementation of the HMGP and the Flood Mitigation Assistance Program.
- ❑ Conducts applicant briefings and outreach activities designed to promote hazard mitigation project implementation.
- ❑ Provides technical assistance to state and local officials to develop sound mitigation projects in keeping with local and state planning priorities and in accordance with federal guidelines.
- ❑ Performs eligibility reviews on submitted grant projects and provides technical support to the state in the preparation, submittal and management of projects.

Knowledge, Skills & Abilities

Knowledge

Understanding of how mitigation integrates with the post disaster recovery and redevelopment process. Knowledge of the Hazard Mitigation Grant Program and other mitigation programs. General planning and construction knowledge. General principles of federal grants management.

Skills

Supervision of professional staff. Possess good writing skills. Ability to articulate procedures, guidance and direction to state and local officials. Ability to develop operational objectives and plans. Possesses well developed interpersonal skills. Ability to operate a computer and use MS Office ® programs. Acquainted with grant writing and project management.

Abilities

- ❑ Ability to access, analyze and prioritize issues and formulate an appropriate response.
- ❑ Ability to design operational solutions from vision and plans.
- ❑ Makes logical and mission oriented decisions and readily accepts responsibility for actions and uses good problem solving techniques.
- ❑ Can operate comfortably under stressful conditions in a politically sensitive environment and manage work related stress conditions.
- ❑ Establishes priorities, time management, appropriately delegates responsibilities and authority and is an effective problem solver.
- ❑ Ability to work within federal grants database systems.